Interstate (across state lines) medical/physical requirements and Federal Motor Carrier Safety Regulations, contact:

Federal Motor Carrier Safety Administration (FMCSA)
315 W. Allegan St., Room 205
Lansing, Michigan 48933
Telephone: (517) 853-5990
Fax: (517) 37-1868
www.fmcsa.dot.gov

Note: The FMCSA (Michigan Division) does not distribute medical forms or rulebooks. Forms are available on the FMCSA website listed above.

School bus medical/physical requirements, contact:

Michigan Department of Education
Office of School Support Services
P.O. Box 30008
Lansing, Michigan 48909
Telephone: (517) 373-6388
www.michigan.gov/mde

SECTION 4: CDL GROUP DESIGNATIONS, ENDORSEMENTS AND RESTRICTIONS

Vehicle Group Designations. A Michigan resident needs a CDL with the appropriate group designation as follows.

Group A to operate a combination of vehicles with a GCWR of 26,001 pounds or more including a towed trailer or vehicle with a GVWR of more than 10,000 pounds. Group A allows a person to operate group B and group C vehicles.

Group B to operate a single vehicle having a GVWR of 26,001 pounds or more. Group B allows a person to operate group C vehicles.

Group C to operate a single vehicle having a GVWR under 26,001 pounds or a vehicle having a GVWR under 26,001 pounds towing another vehicle or trailer and carrying hazardous materials on which a placard is required, or designed to transport 16 or more passengers including the driver.

An applicant may obtain a TIP with a group C designation and may take a skills test for the purpose of obtaining a CDL with a group C designation. However, he or she would need to procure an H, P, or PS endorsement prior to issuance of the CDL. Michigan law prohibits the issuance of a CDL with a group C designation unless it is accompanied by one of these endorsements.

Endorsements. In addition to the appropriate CDL group designation, endorsements are required for the following:

T - Double or Triple Trailers. (Triple trailer combinations are not permitted in Michigan.)

P – Passenger. For vehicles which are designed to carry 16 or more people (including the driver).

N - Tank Vehicles. For vehicles designed to haul liquids or liquified gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.

H - Hazardous Materials. To carry hazardous materials in amounts requiring placards. Before applying for this endorsement, an applicant must have a Federal Security Threat Assessment.

X - This X-endorsement code will appear on the license instead of the H and N codes when an applicant receives both the tank and hazardous materials endorsements.

S - School Bus: For commercial motor vehicles used to transport pre-primary, primary, or secondary school students from home to school, school to home, or to and from school-sponsored events.

Vehicle Inspection Test Scoring Procedures. The applicant must identify vehicle components and describe physical parts of the test vehicle to minimum standards to pass and go on to the BCS test. Score the driver's engine compartment inspection and start-up checks in the first scoring section labeled "Vehicle Inspection Test". For the rest of the inspection, use the section for the type of vehicle the driver is inspecting. For a straight truck, bus, school bus, or the tractor on a tractor-trailer combination, use the section labeled "School/Bus/Truck/Tractor". For a trailer, use the section labeled "Trailer".

For a coach bus or transit bus, use the section labeled "Coach/Transit Bus". The “Coach/Transit” section should only be used if the suspension, steering and brake components on the vehicle are not visible. If these items can be identified from outside the vehicle, then use the “School/Bus/Truck/Tractor” section. Turning the steering wheel all the way out on some of these vehicles may help create better sight lines.

How to Prepare and Mark the Scoring Form. Each vehicle section contains the names of inspection items. Each line may have one or more inspection items. Beside each item (or multiple items), there are one or more scoring boxes. Mark through (hash) each of the items when the driver inspects each item(s) correctly. When the driver inspects all item(s) correctly on a given line, mark through the appropriate scoring box immediately to avoid getting behind. Do not make any mark in the scoring box if the driver omits any item on the line or fails to inspect it correctly.

The examiner should keep the pencil poised over each item on the form as the driver inspects it on the vehicle. This accomplishes 2 things. First, the examiner does not have to search to find the proper box if the driver missed an item, or didn't inspect it properly. Second, it helps identify what the driver should inspect, and helps the examiner notice when items are missed.

Items at the top of the scoring form correspond to components at the front of the vehicle. Items at the bottom of the scoring form correspond to components at the rear of the vehicle. Items are grouped according to the vehicle assembly they belong to (i.e. the front brakes are listed in the “Front Suspension” section).

Scoring “Gimmes”. If the vehicle used during the pre-trip inspection is not equipped with an item listed on the score sheet, the missing item is treated as an automatic "**gimme**". This means that credit is given for items that, in essence, do not exist on the vehicle. **Common "gimmes" are found within parentheses.** For example, many vehicles do not have spacers. In this case, the examiner marks over the word “spacer” with a “G” and the scoring box for spacers is automatically filled in.

"Gimmes" are common among certain types of vehicles such as vehicles that are only partially equipped with air brakes (tractor with air; trailer without) or vehicles with coupling systems other than fifth wheel assemblies.

- **Air Brake Truck/Tractors and Non-Air Brake Trailers:** For vehicles that are partially equipped with air brakes, score the air-related items by giving credit to the applicant when the items are properly inspected. Mark all the air brake related items that appear on the score sheet but do not appear on the vehicle as "gimmes". In these cases, you will generally score the power unit for air brake related items but because the trailer has electric brakes, the air related items on the trailer would be marked as "gimmes".

- **Non-5th Wheel Coupling Systems:** For vehicles with coupling systems other than 5th wheel assemblies, the applicant must inspect all mounting components for missing or broken parts in order to receive credit for "mounting bolts". Likewise, the locking mechanism and safety chains, if equipped, must be locked securely and inspected for missing or broken parts in order for the applicant to receive credit for inspecting the "locking jaws". All other 5th wheel components listed on the score sheet (platform, release arm, kingpin, apron, gap, and sliding 5th wheel locking pins) will be filled in automatically as "gimmes" if the vehicle is not equipped with any of these items.

Scoring Lineouts. Line-outs are handled quite differently than gimmes. Line-outs are items that are crossed out and do not count in the final score.

Axle Lineouts. If the vehicle used during the test is not equipped with double axles on the rear of the tractor and/or trailer, a line must be drawn through the entire column of corresponding scoring boxes as shown below. Again, these items are not counted in the final score. Be careful **not** to count dual tires on one axle as two axles.

For vehicles and trailers with more than two axles on the rear, score the first two axles that rest on the ground as you move towards the rear of the vehicle or trailer.

Non-air Brake Lineouts. For example, if a vehicle is **not** equipped with air brakes, the examiner must mark the code 28 restriction box in the vehicle description area at the top of the score sheet. The examiner must also draw a line completely through the following items (and corresponding scoring boxes) wherever they appear on the score sheet:

* air compressor	* slack adjusters
* air brake check	* brake chambers

Refer to Appendix C-6 for scoring examples of "gimmes" and "lineouts"

Examiner Positioning. During the inspection, follow the applicant closely enough to be able to hear what him or her. The examiner should be in a position to see what the applicant is looking at, pointing to, or touching. Avoid getting in the way. Also, do not give hints by leading the way or by anticipating which item(s) the applicant would inspect next. For most items, the examiner can observe everything by staying to the side of the applicant. The examiner must get in the vehicle for the cab check/engine start check. The examiner must ask the applicant to speak louder if the examiner

cannot hear clearly. If the applicant occasionally forgets to explain what they are doing, the examiner must remind them that they must verbalize their actions. If the applicant is going too fast, the examiner should ask the applicant to slow down or pause for a moment. If the applicant goes too slowly or gives long-winded explanations, the examiner should redirect the applicant to the required inspection items. Examiners may never force the applicant to work at a pace that prevents them from being able to perform well. During the vehicle inspection, examiners must make every effort to prevent an applicant from viewing the scoring form. The applicant should not be able to review his/her progress.

"Prompting" the Applicant. After hearing the instructions, the applicant should be able to do the test without further help. However, the examiner may remind the applicant of each of the main steps to be followed in the inspection. For example, the examiner may remind the applicant to start with the engine compartment. Or the examiner may remind the applicant to turn off the engine before inspecting their lights and continuing their external inspection. Do not prompt the applicant about details of what to inspect. For example, do not say, "You forgot the brakes." or "What about the tires?"

"Probing" the Applicant's Responses. After an applicant has mentioned an item, the answer may be incomplete. For example, the applicant might look in the engine compartment and say, "…the belts are snug and not damaged". The examiner should say, "You mentioned the belts; please indicate where the belts are located." The examiner should also say, "What do you mean by snug and not damaged?" Sometimes an applicant may point to a component, say its name, and just say that it is in good condition. Ask the applicant what is meant by "good condition". The applicant must give a proper description of the item. Statements such as "looks good" or "road worthy" are not acceptable answers and credit should not be given for those responses. The examiner must mark a "P" next to any item on the scoring form that the applicant was probed for clarification.

Refer to Appendix C-7 for a sample of a scoring form with probes.

The applicant should have studied the vehicle component scoring standards that pertain to their test as described in the *Michigan Commercial Driver License Manual*. The applicant must be able to locate and identify each component and verbalize or demonstrate the key details from each scoring standard to receive credit for properly inspecting the item.

Refer to Appendix C-8 for vehicle inspection scoring standards.

Completion of the Vehicle Inspection Test. When the vehicle inspection is complete, double check the scoring form. Be sure all applicant and vehicle information is complete and correct. Check that all the vehicle inspection items boxes were thoroughly and properly marked. The examiner may ask the applicant to repeat any inspection item for clarity. However, the examiner may only ask about an item previously mentioned during the inspection.

Add the number of scoring boxes marked during the inspection and enter the number in the vehicle inspection score box. As a cross check, examiners may count the number of unmarked (empty) scoring boxes and subtract this number from the total possible score. The 2 calculation methods should result in the same score total. Use the Min/Max score index to determine if the applicant passed or failed.

If the applicant passed the vehicle inspection, proceed immediately to the Basic Control Skills test. If the applicant failed the test, the examiner must provide feedback to the applicant regarding the vehicle inspection, indicate that the test is over, and advise the applicant they can retest in 24 hours.

SECTION 7.3: BASIC CONTROL SKILLS TEST

The purpose of the Basic Control Skills (BCS) test is to evaluate if the applicant can safely control the vehicle and assess the vehicle's position in relation to other objects. Although an applicant might not perform all of these maneuvers during the course of employment, the same type of judgment and control skills are required in many different driving situations. The applicant must score 9 points or less to successfully complete this portion of the test.

Introducing the Exercises to the Applicant. The BCS test consists of a series of 4 basic control exercises: forward stop, straight line backing, alley dock and right turn. Each organization determines the most efficient order of the exercises based on their testing site.

At the BCS testing site, the examiner reads standard verbal instructions' overview of all the exercises and shows the diagrams on the instruction sheet. The examiner should explain that detailed instructions will be read before each exercise and answer any questions the applicant may have. Before the exercises begin, applicants are permitted to walk around the course. Once the exercises begin, the ***applicant must remain in the vehicle with the safety belt fastened*** until the completion of all basic control skills exercises, unless the examiner gives permission. An examiner may allow the applicant to exit the vehicle between exercises for any legitimate reason.

Practice Runs. Applicants are not allowed "practice runs" on any part of the BCS course. Practice runs can lead to inappropriate coaching by the examiner and inevitably fairness issues would arise. For example, if an applicant were allowed to practice the Right Turn exercise and the practice score was better than the test score the applicant may want to use the practice score. If the organization offers training services, the BCS course may not be used for any training purposes. The organization must have a separate range for training.

Repeating Exercises. During the BCS exercises, applicants occasionally do not understand the exercise instructions. If the examiner believes the applicant did not understand the instructions, the examiner may allow the applicant another opportunity to complete an exercise without penalty. However, there is a difference between failure to understand instructions and failure to follow instructions. Do not confuse an applicant's inability to complete an exercise with misunderstanding instructions. If the driver cannot complete the exercise as directed after instructions have been repeated a second time, the examiner may elect to terminate the test. Two restarts for different rule violations do not equal an automatic failure. Two restarts of the *same* rule can equal an automatic failure. Most frequently, confusion occurs during the Alley dock exercise. Following are some general guidelines for repeating or continuing the maneuvers.

- **Restarts (any exercise)**. Occasionally**,** drivers may not understand the standard exercise instructions. Examiners should repeat or explain the instructions until

they do understand. If an applicant still attempts the exercise in a way that shows they did not comprehend the directions, the examiner has the option of a "restart." For a restart, reiterate your instructions and have the driver repeat the exercise. Score the exercise from the beginning by erasing any marks recorded from the previous attempt. Always explain the reason for a restart on the scoring form.

- **Continues (alley dock only).** "Continues" may occur during certain situations on the alley dock exercise. A "Continue" means the driver has not finished the exercise. Examiners should never erase marks when "continuing" the alley dock. Always explain the reason for any continues on the scoring form.

- **Disregarding Instructions.** If an applicant appears to be purposely disobeying your instructions, advise them the test will be stopped if the behavior continues. If the applicant continues to disregard your instructions or fails to perform a maneuver in good faith, stop the test and mark an "X" in the box "Disregard Instructions" located in the "Automatic Failures" area on the front of the scoring form. Mark an "X" in the F-fail box for the Basic Skills but do not record a score total. Be sure to give an explanation in the "Comments" section located on the back of the scoring form.

Basic Control Skills Exercises

Right Turn. The examiner reads the instructions to the applicant. To begin the exercise, the front of the vehicle should be 30 to 50 feet from the right turn cone, simulating the approach to an intersection. The applicant drives forward and turns right around the cone, bringing the rear wheels of the vehicle as close as possible without touching the cone. As the vehicle moves forward, watch for pull-ups or encroachments and mark the scoring form.

Encroachment points are assessed when the vehicle crosses over the boundary or touches the cone. Observe the rear of the vehicle as it goes around the cone. If the side of the vehicle crosses over the foot of the cone, an encroachment is scored. Even though the vehicle did not hit the cone, the vehicle crossed or encroached over the boundary of the cone. To determine the clearance score, use the edge of the tires if they line up closely with side of the vehicle. If the side of the vehicle protrudes significantly beyond the edge of the tires, use the side of the vehicle to score the clearance. The examiner should not discuss the clearance lines with the applicant. The applicant must remain in the vehicle with the safety belt fastened at all times, unless instructed otherwise by the examiner.

The applicant must remain in the vehicle with the safety belt fastened at all times, unless instructed otherwise by the examiner. The applicant must remain seated and cannot open doors to gain a better view.

Practice “drive-bys” are not allowed. A “drive-by” occurs if the applicant drives the vehicle drives by the cone without making a 90-degree turn. The furthest rear axle/wheel must turn around the cone.

The examiner assesses from 1 to 5 points for the clearance and from 1 to 5 points for pull-ups and 6 points for an encroachment (hitting/crossing over) the cone. When the applicant is finished with the turn they must set the parking brake, put the vehicle in neutral and tap the horn.

Forward Stop. The examiner reads the instructions to the applicant and answers any questions. The examiner must stand in a position that does not provide a reference for the applicant (not even with the stop line). The applicant drives down the alley and stop with the front bumper of the vehicle as close as possible to the stop line at the end of the alley without going past the line. If the vehicle stops within the 2-feet clearance space, no points are assessed. If the vehicle is outside of the 2-feet clearance space (the bumper is short of the clearance space or if the bumper is on or past the stop line) one point is assessed. The applicant is not allowed to unbuckle their seat belt, lean out of the window, stand up or open the door. When the applicant is finished, they must set the parking brake, put the vehicle in neutral and tap the horn.

Straight-Line Backing. The examiner reads the instructions to the applicant and answers any questions. The applicant drives forward down the alley until the rear of the vehicle is past the stop line. The applicant then backs the vehicle down the alley. While the applicant is backing, assess an encroachment point each time the vehicle crosses “out of bounds” over a side boundary of the alley, but do not score a second encroachment point when the vehicle crosses back “inbounds” over the boundary. Assess a point for a pull-up each time the applicant stops the vehicle and pulls forward. The exercise is complete when the front bumper of the vehicle passes the last set of cones at the end of alley. When the applicant is finished they must set the parking brake, put the vehicle in neutral and tap the horn.

Alley Dock. The examiner reads the instructions to the applicant and answers any questions. The applicant drives by the entrance of the alley, positioning the vehicle on the inside of the 45-degree reference cone. The examiners should get into position near the middle of the back of the alley, and wave to the applicant to begin. The applicant then backs the vehicle along a curved path into the alley and attempts to stop within 2 feet of the rear of the alley.

As the vehicle backs toward the alley entrance, move to the right or left side of the rear of the alley. Watch for pull-ups as the vehicle begins to back in.

Record pull-ups on the scoring form. When the vehicle starts to back into the alley itself, watch for encroachments on both side boundaries. Record encroachments on the scoring form. Move around as necessary to see if the vehicle goes over any boundaries. However, try to stand where the applicant can see you.

Following are scoring rules for the alley dock exercise.

90-degree Start and 45-degree Cone Position Rule (Restart - No Penalty). If the driver does not have the rear of the vehicle positioned at a 90-degree angle (power unit may be at any angle) from the entrance to the alley dock or if the vehicle is not positioned to the left of the 45-degree reference cone, stop the driver and explain the correct position. The driver may reposition the vehicle without penalty. The reference cone should be located at a 45-degree angle, measured from the left front cone of the entrance to the alley dock. If you need to restart the driver, mark an "X" in the "Restart" box and note the reason (rule) used for the re-start on the scoring form.

Striking the 45-Degree Cone Rule (Restart - no penalty). When the applicant is starting to back up and the vehicle touches or goes beyond the 45-degree reference cone, the examiner immediately signals the applicant to stop the vehicle. The examiner may reread or paraphrase the instructions and direct the applicant to set up the vehicle to begin the exercise again. The examiner does not score any points for the restart and erases any points that may have been assessed. The examiner marks an "X" in the "Restart" box on the scoring form and note the reason (rule). Note: Once the vehicle is beyond the boundary cone, and any part of the rear of the vehicle is within the alley dock boundary area, the examiner must not stop the applicant if the front of the vehicle goes beyond the 45-degree reference cone.

Less Than Halfway Pull Up Rule (Re-start - no penalty). When the applicant is backing and attempts to pull straight forward before backing at least halfway into the alley, the examiner immediately signals the applicant to stop the vehicle. The examiner explains the following instructions:

1. If the rear of the vehicle is less than halfway into the alley, the applicant may only pull forward toward the 45-degree reference cone (not straight), thus keeping the vehicle on a curved path. The front of the vehicle can drive beyond the boundary cone.
2. If the rear of the vehicle is backed more than halfway into the alley, the applicant is permitted to pull straight forward. The front of the vehicle can drive beyond the boundary cone.

Stop Less Than Halfway Rule (Continue exercise & scoring). The applicant is required to make a "legitimate attempt" at positioning the vehicle with the rear bumper as close as possible to the line at the back of the alley. When an applicant tries to end the exercise before the rear of the vehicle is past the halfway mark of the alley, the examiner instructs the applicant to continue the exercise until the rear of the vehicle is beyond the halfway mark**.** Remind the driver of your original instructions regarding backing to the rear dock. Continue scoring all pull-ups and encroachments. Mark an "X" in the "Continue" box and note the reason (rule) on the scoring form.

Side Boundary Rule (Continue exercise & scoring). The applicant is required to position the vehicle within the side boundaries of the alley dock. There is a 2-feet clearance along the outside of each boundary in which the vehicle may rest to be considered a legitimate attempt. If the vehicle is outside the of the 2-feet clearance,

the examiner directs the applicant to continue the exercise until the vehicle is within the dock boundaries. The examiner may reread or paraphrase the alley dock instructions. Continue scoring pull-ups and encroachments until the vehicle is positioned within the legitimate attempt area. Mark an "X" in the "Continue" box and note the reason (rule) on the scoring form. Note: If the vehicle is outside of the 2-feet clearance but still less than halfway into the alley dock boundary, use the less than halfway restart rule.

Scoring Final Vehicle Position. Once it is determined that the applicant made a legitimate attempt at the exercise, the examiner may continue with the final scoring. The examiner assesses the final position of the vehicle. On the scoring form, locate the "dock boundaries (out)" and strike through the number "1" to score an error if the vehicle is in any of the following positions.

1. The rear bumper is not in the dock's 2-feet rear clearance area.
2. Less than 50% of length of the rear bumper is in the dock's 2-feet rear clearance area.
3. The vehicle is not within side and rear dock boundaries marked by the cones.

The examiner does ***not*** score an error if the vehicle is positioned:

1. With at least or more than 50% of the length of the rear bumper in the dock's 2-feet rear clearance area

and

2. Within the sides and rear dock boundaries marked by the cones.

Calculating the Final BCS Score. Add all of the exercise scores and mark an "X" in the appropriate pass/fail box in the Basic Skills box on the front of the scoring form. If the applicant scored 9 points or less then proceed to the driving test. If the applicant scored 10 points or more the applicant cannot proceed to the driving test; the test is over.

Refer to Appendix C-9 for diagrams of the BCS exercises.

Refer to Appendix C-10 for BCS scoring standards.

SECTION 7.4: ON THE ROAD DRIVING TEST

Purpose of Test. The purpose of the on the road driving test is to evaluate an applicant's ability to drive safely in most on the road situations. Throughout the test, the examiner evaluates the applicant as they execute driving maneuvers over a predetermined route with various traffic conditions.

Automatic Failure. If the applicant creates an unsafe situation or commits an automatic failure, the examiner shall stop scoring and the test is terminated. The examiner should not reveal the automatic failure to the applicant while the vehicle is in motion. The examiner should give instructions to the applicant that take the most direct route back to the test site. But if the applicant is clearly incapable of continuing, the examiner should direct the applicant to stop in a safe place. The examiner may choose to tell the applicant the test has been terminated and drive the vehicle back to the testing site.

Instructions. After the examiner reads the standard verbal instructions and shows the diagrams, he or she must ensure the applicant understands what is expected. The examiner should answer all questions and may explain the instructions in their own words.

The examiner must use the approved driving test route sheet to read route instructions to the applicant.

The examiner should communicate road test route directions in this form:

- "At the (location), (direction)".
- "At the next intersection, turn right".

When giving instructions, location should always precede direction. Slang should not be used, especially with foreign applicants. Examiners should never use phrases such as:

- "Turn right at the next intersection".
- "At the next street, hang a right".
- "At the next street, make a right".

Avoid using traffic signs to give directions. For example, do not "cue" the applicant by saying, "At the next stop sign, turn left." Giving directions in this manner cues the applicant to stop. Avoid using commercial signs or buildings as landmarks for directions unless there is no alternative. Do not assume an applicant is familiar enough with the area to know such landmarks.

Give directions well before the maneuver is to be performed, but not before reaching a point where the applicant can clearly see where they will do the maneuver. For example, do not tell the applicant to turn at the next intersection if there is another intersection before the one where the applicant should turn.

Before the examiner gives a direction, check traffic and make sure the applicant can pay attention to the command. Try to give directions at the same locations each time the test is given. However, if the applicant is busy with traffic, delay the direction. Or, if it looks like the applicant will be busy when the examiner wants to give a direction, give it a little earlier. It is more important to give directions when the applicant can pay attention than to rigidly give directions at standard locations. In general, give all directions in a manner that avoids distracting the applicant. **Avoid unnecessary conversation not related to test maneuvers.**

The examiner may give additional instructions to keep the applicant on the proper route. For example, if it would be difficult due to heavy traffic for the applicant to change lanes to set up for a left turn after the location where the instruction is designed to be given, the examiner may add an instruction such as, "When it is safe to do so, move one lane to the left." The examiner must not coach the applicant by saying something like, "Move to the left to get ready for the next instruction."

Examiners must use standardized instructions for the urban straight, expressway or rural highway straight, stop/start and any simulated maneuvers (UG/DG, RRX, Student Stop).

Warning or Coaching. Examiners, particularly those who are driver training instructors, must remember that the applicant is taking a test. The examiner should not warn applicants about mistakes (except as required, e.g. speeding). Warning applicants about their bad habits during the driving test can have 1of 2 opposite effects: coaching an applicant towards a passing score or intimidating the applicant. For example, if an applicant is warned after the first turn to keep both hands on the wheel, the applicant is less likely to repeat this behavior during the remainder of the test. Or the applicant forms the perception the examiner has already decided to fail him or her. An examiner cannot objectively score an applicant's performance if the examiner has influenced the applicant's behavior during the testing process.

Warnings may be given to prevent accidents, injuries, or vehicle damage. Warnings may also be given for speeding and following too closely. **Otherwise, commentary during the driving test regarding applicant performance should be kept to a minimum.**

Scoring methods and criteria

The following pages describe the method and criteria the examiner must use to score the driving test elements. The location of the element category on the scoring form is in parentheses following each heading. The subheading corresponds with each scoring element described.

Approach to a Left Turn (TURNS: Approach)

Traffic Check. Look for indication the applicant is observing the traffic environment ahead, left, right, and rear (through the mirrors) before and after

activating the turn signal; applicant continues head/body movements to left and right; applicant has eye contact with other drivers, pedestrians.

Signal. Applicant activates left turn signal (not too early or late); examiner observes left signal indicator light flashing or examiner hears indicator clicking.

Deceleration. Applicant takes foot off accelerator; decelerates smoothly; brakes gradually, evenly; cleanly changes gears as necessary to keep power.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length); examiner feels vehicle slowing down smoothly.

Lane. Vehicle in leftmost lane at appropriate time, but not over lane markings unless necessary and never over center line. Note: Frequently, automobile drivers approaching a left turn lane improperly cross over lane markings and pass on the left those vehicles waiting to make a legitimate move into the left turn lane. The examiner may, at their discretion, choose to not penalize an applicant who crosses a lane marking to preserve his or her ability to make a left turn.

Stop at a left turn (TURNS: If Stop)

Gap. Applicant must stop at a point where he or she is able to see, at a minimum, the rear wheels of the vehicle in front.

Stop Line. Vehicle far enough to be able to see traffic in all directions; however, not out in intersection, not over stop line or crosswalk.

Full Stop. Vehicle comes to full stop; does not roll forwards or backwards.

Wheels Straight. Wheels straight ahead (examiner observes steering when moving away from the stop).

Making a Left Turn (TURNS: Turning)

Traffic Check. Applicant makes head/body movements to left and right, especially to the left mirror; applicant has eye contact with other drivers, pedestrians; applicant uses mirrors.

Gears. Gear change allowed to get started away from stop; changes gears during turn only to maintain proper speed and move vehicle safely through the turn; if gear change necessary, applicant does not pop clutch, clash gears, lug engine or coast.

Both Hands. Applicant has both hands on wheel (no palming); does not let steering wheel slide through hands after completion of turn.

Speed. There should be little noticeable lateral acceleration; no unnecessary stops during turn; applicant maintains smooth, even speed around turn.

Wide. The vehicle is not over or touching the curb; turn is not unnecessarily wide.

Short. The vehicle is not in lane of oncoming traffic at completion of turn causing other traffic to back up, or the vehicle unnecessarily crosses centerline of road it is turning onto.

Yield. Applicant yields to pedestrians and other traffic during the turn.

Conclusion of a Left Turn (TURNS: Complete Turn)

Traffic Check. Applicant makes head/body movements to left and right, especially movement to the right (mirror); applicant establishes eye contact with other drivers, pedestrians; applicant uses mirrors.

Correct Lane. Immediately after left turns to a multi-lane roadway, many automobile drivers overtake large commercial motor vehicles on the right, which may "trap" the commercial motor vehicle in the left lane. There is no penalty if the applicant establishes position in the rightmost lane during the turn unless there is more than one lane of traffic turning left.

Signal Off. Applicant cancels turn signal upon completion of turn.

Accelerate, Move Right. Applicant accelerates smoothly; changes gears cleanly to keep power; checks traffic, activates signal and moves to right lane when traffic is clear (if position in right lane was not established during the turn).

Approach to a Right Turn (TURNS: Approach)

Traffic Check. Look for indication the applicant is observing the traffic environment ahead, left, right, and rear (through the mirrors) before and after activating the turn signal; applicant continues head/body movements to left and right; applicant demonstrates eye contact with other drivers, pedestrians.

Signal. Applicant activates right turn signal (not too early or late); examiner observes right signal indicator light flashing; hears indicator clicking.

Deceleration. Applicant takes foot off accelerator; applicant brakes gradually, evenly; applicant cleanly changes gears as necessary to keep power.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length); vehicle should slow down smoothly.

Lane. Vehicle in right-most lane, but not over markings on left side of lane unless necessary; blocks traffic from coming up on right side.

Stop at a right turn (TURNS: If Stop)

Gap. Applicant must stop at a point where he or she is able to see, at a minimum, the rear wheels of the vehicle ahead.

Stop Line. Vehicle far enough to be able to see traffic in all directions; however, not out in intersection, not over stop line or crosswalk.

Full Stop. Vehicle comes to full stop; vehicle does not roll forward or backward.

Wheels Straight. Wheels should be straight ahead (examiner observes steering when moving away from the stop).

Making a Right Turn (TURNS: Turning)

Traffic Check. Applicant makes regular head/body movements to left and right, especially movement to the right (mirror); establishes eye contact with other drivers, pedestrians; applicant uses mirrors.

Gears. Gear change allowed to get started away from stop; changes gears during turn only to maintain proper speed and move vehicle safely through the turn; if gear change necessary, applicant does not pop clutch, clash gears, lug engine or coast.

Both Hands. Applicant has both hands on wheel (no palming); does not let steering wheel slide freely through hands at completion of turn.

Speed. There should be little noticeable lateral acceleration; no unnecessary stops during turn; applicant maintains even speed around turn.

Wide. Vehicle not in lane of oncoming traffic at completion of turn; turn not unnecessarily wide; applicant does not cause other traffic to back up; applicant does not perform unnecessary buttonhook turn.

Short. The vehicle is not over or touching the curb.

Yield. Applicant yields to pedestrians and other traffic during the turn.

Conclusion of a Right Turn (TURNS: Complete Turn)

Traffic Check: Applicant has head/body movements to left and right, especially movement to the right mirror; makes eye contact with other drivers, pedestrians; applicant uses mirrors.

Correct Lane: Vehicle finishes in the rightmost lane.

Signal: Cancels turn signal upon completion of turn.

Accelerate, Move Right: Applicant accelerates smoothly; changes gears cleanly to keep power; if applicant finishes in incorrect lane, applicant must activate signal and move to right lane when traffic clears.

Stopping at an Intersection (INTERSECTIONS: Stopping)

Traffic Check. Applicant has head/body movements to left and right; makes eye contact with other drivers, pedestrians; applicant uses mirrors.

Deceleration. Applicant takes foot off accelerator; brakes steadily; cleanly changes gears as necessary; examiner should feel vehicle slowing down smoothly.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length).

Gap. Applicant must stop at a point where s/he is able to see, at a minimum, the rear wheels of vehicle ahead.

Stop Line. Vehicle far enough to be able to see traffic in all directions; however, not out in intersection, not over stop line or crosswalk.

Full Stop. Vehicle comes to full stop; vehicle does not roll forward or backward.

Driving through an Intersection (INTERSECTIONS: Driving Through)

Traffic Check. Applicant has head/body movements to left and right; makes eye contact with other drivers, pedestrians; applicant uses mirrors.

Yield. Applicant is prepared to yield and yields to pedestrians or traffic at or in the intersection.

Lane. Applicant does not change lanes in intersection.

Gears. Gear change allowed to get started away from stop; applicant changes gears in the intersection only to maintain proper speed and move vehicle safely through the intersection**;** if gear change necessary, applicant does not pop clutch, clash gears, lug engine or coast.

Hands. Applicant has both hands on wheel.

Accelerate. If stop, applicant accelerates smoothly away from stop; cleanly changes gears only as necessary to keep power; does not lug or rev engine. When through intersection, accelerates smoothly; does not disrupt traffic flow.

Lane Change on an Urban or Rural Road or Street (URBAN/RURAL SECTIONS: Lane Changes)

Traffic Checks. Using head/body movements, applicant checks front and rear, especially blind spots, before and after activating the turn signal.

Signal. Examiner sees or hears signal indicator light flashing (not too early or late); applicant cancels signal after lane change.

Spacing. Applicant waits for adequate opening; applicant maintains adequate gap front and rear before, during and after lane change.

Smooth Change. Vehicle blends smoothly with other traffic; applicant does not change lanes abruptly; not over lane markings; applicant maintains speed; applicant moves to center of lane.

Cancel signal. Applicant cancels signal upon completion of lane change.

Straight Section on an Urban or Rural Road or Street (URBAN/RURAL SECTIONS: Straight)

Regular Traffic Checks. Applicant watches for hazards at roadside or from entrances; applicant searches traffic environment 7 to 15 seconds ahead of vehicle (anticipates lane changes, slows for hazards or obstructions immediately); applicant makes regular head/body movements to left/right, scanning all mirrors.

Selects Proper Lane. Applicant selects right lane if clear; selects center lane only if right lane obstructed by tree branches, utility poles, etc., or if there is a high volume of traffic turning from or into the lane.

Keeps Vehicle in Lane. Applicant keeps vehicle in center of lane; vehicle does not wander over lane markings.

Speed. Vehicle keeps up with traffic flow (never exceeding posted limit); applicant times approach to hazards or obstructions to avoid continual slowing up, stopping, and accelerating; applicant maintains steady speed.

Following Distance. Applicant maintains a minimum of 1 second per 10 feet of vehicle length when under 40 mph; adds 1 second if over 40 mph; avoids having view blocked by large vehicles in front.

Preparing to Pull Off the Road (STOP/START: Approach)

Traffic Check. Examiner looks for head/body movements indicating the applicant is searching ahead, left, right, and to the rear (through the mirrors) before and after activating turn signal.

Signal On. applicant activates right turn signal (not too early or late); examiner observes right signal indicator light flashing; examiner hears indicator clicking.

Correct Lane. Vehicle in rightmost or curb lane.

Deceleration. Applicant takes foot off accelerator; brakes steadily; changes gears smoothly; examiner feels vehicle slowing down smoothly.

Not Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length).

Coming to Stop Off Road (STOP/START: Stop)

Parallel. Vehicle parallel to curb.

Location. Applicant does not park in areas of limited sight distance (in curves, just below crest of hill etc.).

Blocking. Vehicle does not block driveways, fire hydrants, signs, etc.

Signal Off, 4-Ways On. Applicant cancels turn signal; activates 4-way flashers.

Parking Brake On, Neutral: Applicant sets parking brake; puts gearshift in neutral or park; releases foot brake; applicant's foot not depressing clutch.

Pulling Back On to Road (STOP/START: Resume)

Traffic Check. Before vehicle moves, applicant makes head/body movements to left and right mirrors; applicant checks right mirror to see if anyone has approached the vehicle; checks left mirror for approaching traffic; applicant establishes eye contact with other drivers, pedestrians.

4-Ways Off. Applicant turns off 4-way flashers.

Signal. Applicant activates left turn signal.

Parking Brake Off. Applicant releases parking brake, then puts vehicle in gear

Not Stall Engine. Applicant does not stall engine when pulling away.

Reverse. Applicant does not move vehicle in reverse when attempting to pull forward onto roadway.

Traffic Check. Applicant checks traffic again, especially left mirror, but also to right.

Accelerate. Applicant does not ride clutch (foot on clutch); applicant accelerates ahead smoothly; changes gears cleanly; does not lug or rev engine.

Smooth Merge. Applicant does not turn wheel before vehicle moves; no abrupt turns; vehicle blends smoothly with other traffic; applicant maintains speed; not over lane markings; moves to center of lane; adequate gap front and rear after merge.

Cancel Signal. Applicant cancels turn signal after merging into traffic lane.

Negotiating a Curve (CURVE)

Speed: Enter, Through. Applicant reduces speed ***before*** curve; applicant does not have to brake or change gears while in curve; applicant maintains speed during curve; no strong lateral accelerations.

Stay in Lane. Applicant keeps all vehicle wheels in lane.

Traffic Checks. Applicant makes continual traffic checks; applicant makes extra effort to keep track of following vehicles when coming out of curve.

Entering an Expressway (EXPRESSWAY: Merge On)

Traffic Check. Applicant checks both front and rear (mirrors) as approaching entry, especially to the left (blind spot) and before and after activating turn signal.

Signal. Applicant activates signals as soon as expressway traffic can see the vehicle.

Spacing: Applicant does not tailgate; applicant does not cause following traffic to slow down.

No Stop. Applicant merges without stopping (unless necessary).

Lane. Applicant keeps vehicle within all lane markings.

Merge. Applicant does not exceed ramp speed; accelerates smoothly to traffic flow in acceleration lane; applicant changes gears cleanly; does not rev or lug engine; no abrupt turn into expressway lane; not over lane markings; applicant moves to center of driving lane (right-most lane)

Cancel Signal. Applicant cancels turn signal as soon as merge is complete.

Changing Lanes on an Expressway (EXPRESSWAY: Lane Changes)

Traffic Checks. Applicant checks front and rear, especially the blind spots and before and after activating the turn signal.

Signal. Examiner sees turn signal indicator light flashing or hears signal.

Spacing. Applicant waits for adequate opening; maintains adequate gap front and rear before, during and after lane change.

Smooth Change. Vehicle blends smoothly with other traffic; applicant does not change lanes abruptly; not over lane markings; applicant maintains speed; applicant moves to center of lane.

Cancel Signal. Applicant cancels turn signal once lane change is completed.

Straight Section on Expressway (EXPRESSWAY: Expressway Straight)

Regular Traffic Checks. Applicant checks surrounding traffic conditions; applicant searches traffic environment 7 to 15 seconds ahead of vehicle (anticipates lane changes, merging traffic, slows for hazards or obstructions as soon as they are seen); applicant makes regular head/body movements to left/right scanning all mirrors.

Selects Proper Lane. Applicant keeps vehicle in right-most lane except to pass.

Keeps Vehicle in Lane. Applicant keeps vehicle in center of lane**.**

Following Distance. Applicant maintains a ***minimum*** of 1second per 10 feet of vehicle length when under 40 mph; adds 1second if over 40 mph; applicant avoids having view blocked by large vehicles in front.

Speed. Applicant keeps up with traffic flow but does not exceed posted speed limit — maintains steady speed.

Exiting an Expressway (EXPRESSWAY: Exit Expressway)

Traffic Check. Applicant checks traffic, especially to the right (blind spot) and before and after activating the turn signal.

Signal. Examiner sees or hears the signal indicator light flashing.

Smooth Merge to Exit Lane. No hard (sharp) turn onto deceleration lane; vehicle enters exit lane at start of exit lane; vehicle not over lane markings.

Keeps Minimum Speed Until Exit. Applicant uses the exit lane to slow down; applicant does not drop below legal expressway speed while on expressway.

Ramp Deceleration. Applicant does not exceed ramp speed; no noticeable lateral acceleration on ramp curve; decelerates smoothly; brakes evenly; applicant changes gears cleanly; does not lug or race engine.

Spacing. Applicant maintains adequate gap on ramp.

Lane. Applicant keeps vehicle between all lane markings.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length).

Cancel Signal. Applicant cancels turn signal on ramp.

Driving Up a Grade (DRIVE UP GRADE)

This is no longer a scored exercise on the CDL skills test. Do not ask the applicant to complete this exercise.

Driving Down A Grade (DRIVE DOWN GRADE)

This is no longer a scored exercise on the CDL skills test. Do not ask the applicant to complete this exercise.

Railroad Crossing (RAILROAD CROSSING)

Traffic Check: Examiner looks for indication applicant is looking and listening for the presence of trains; applicant makes head/body movements to left and right.

Hazmat 4-ways. Ignore this on the scoring form.

Stop Law. If the vehicle is a school bus or commercial passenger vehicle, the applicant must stop the vehicle no closer than 15 feet, and no farther than 50 feet from nearest rail; must activate hazard lights (4-way); if vehicle is a school bus, the applicant must open door, open window, shut off fans, heaters and radio before proceeding across tracks.

Scoring standards for a school bus. The applicant must:

1. Turn on 4-way flashers at least 100' before stopping (not student pick up lights).
2. Stop vehicle completely 15 feet to 50 feet from the nearest rail.
3. Turn off all electrical equipment.
4. Open the entry door and the applicant's window.
5. Look both ways before crossing the railroad crossing.
6. Proceed across tracks without shifting gears and with both hands on the wheel.

Note: School bus drivers are not allowed to activate the alternately flashing lights when operating a school bus on a public highway or private road when not transporting school pupils. Use of these lights at a railroad crossing is a traffic violation and an automatic failure.

Note: The school bus applicant may set the parking brake or close the door before crossing the tracks. The applicant may wait to close the door after the crossing. These practices vary between different school districts. The only testing requirement involving the proper time to close the door is that the applicant may not do so while crossing the tracks.

Gears: Applicant does not change gears or stop while on tracks (for all vehicles).

Hands: Applicant keeps both hands on wheel (for all vehicles).

Driver Hazard Awareness (**BRIDGE/OVERPASS/SIGN)**

Bridge. After passing over bridge, the examiner asks the applicant to identify the posted weight limit.

Overpass. After driving underneath an overpass, the examiner asks the applicant to identify the posted clearance (height).

Sign. After passing a designated road sign, the examiner asks the applicant to identify what the sign indicated.

School bus student stop (SIMULATED STUDENT STOP)

Michigan law prohibits activation of alternately flashing lights when operating a school bus on a public highway or private road unless transporting school pupils. Therefore, the Student Stop exercise must be completed off-road. The applicant must ***verbalize and demonstrate*** the following criteria as the exercise is completed. For the purpose of this simulated exercise, make sure that the applicant understands that the student stop is on the right side of the road with no students crossing the roadway.

Traffic Check. On approach, look for indication that the applicant is observing the surrounding traffic environment; applicant shows head/body movement to left and right; applicant uses all mirrors; applicant establishes eye contact with other drivers, pedestrians and waiting pupils.

Deceleration. Applicant eases foot off accelerator; applies service brake to warn motorists of impending stop; brakes gently and evenly; changes gears as necessary; examiner feels vehicle slow down smoothly.

Signals On. Applicant activates appropriate signals as required; with 4 light system, applicant must verbalize and activate the alternately flashing red lights not less than 200 feet from the designated stop; with 8 light system, applicant must verbalize and activate the alternately flashing amber lights not less than 200 feet from the designated stop (failing to do so results in an automatic failure of the driving test); applicant activates right turn signal after the alternating flashers are on.

Position. Applicant moves vehicle as far right as possible so as not to obstruct the normal flow of traffic; applicant positions vehicle parallel to the side of the road; applicant brings vehicle to a full stop at a safe distance from the designated stop.

Secure Bus. Applicant must apply parking brake and shift to neutral or park (failing to do so is an automatic failure of the driving test).

Signals (Stop Arm). Applicant cancels right turn signal; opens passenger door(s) when safe to do so; with 8 light system, the alternately red flashing lights activate, and if equipped, the stop arm fully extends when the passenger door(s) open.

Passenger Search, Load, Unload. Applicant checks traffic; applicant checks that all entering pupils are safely seated and that all exiting pupils are safely clear of the vehicle; applicant accounts for all pupils before the bus moves. (Note: Applicants may receive credit for verbalizing loading OR unloading procedures**.**)

Signals Off. Applicant closes door(s) and cancels all signals.

Traffic Dispersal. Applicant maintains stopped position; applicant waits and watches for all traffic to clear.

Traffic check. Applicant shows head/body movement to left/right; applicant checks all mirrors; applicant establishes eye contact with other drivers, pupils.

Signal On. Applicant activates left turn signal.

Accelerate, Merge. Applicant accelerates smoothly and merges safely into traffic; no hard (sharp) turns; does not put in reverse, ride clutch or stall engine; applicant changes gears cleanly; moves to center of lane; adequate spacing front and rear after merge.

Signal off. Applicant cancels left turn signal.

General Driving Behavior (GENERAL DRIVING BEHAVIOR)

Clutch Usage. Applicant always uses clutch to shift; double clutches non-synchronized gears; applicant does not rev or lug the engine; applicant does not coast with clutch in; does not ride clutch to control speed; applicant does not “pop' clutch”

Gear Usage. Applicant does not grind or clash gears; does not coast with gear shift lever in neutral; applicant does not rev or lug engine; applicant does not shift unnecessarily in turns and intersections; applicant could explain/demonstrate proper gear technique for upgrade/downgrade; applicant does not move vehicle in reverse when attempting to drive straight ahead at stop/start, intersection, etc.

Brake Usage. Applicant does not “ride” brake; applicant brakes smoothly using steady pressure; does not pump brake or use brake harshly; uses parking brake at stop/start and/or simulated student stop; applicant could explain/demonstrate brake check or "safe speed" braking technique for upgrade/downgrade.

Steering. Applicant keeps both hands on wheel; does not palm, under or over-steer (erratic); good control while moving; does not let steering wheel slide freely through hands upon completion of turn; does not turn wheels while stopped for turns.

Traffic Checks. Applicant maintains awareness of the entire traffic environment; applicant makes regular check surrounding traffic conditions with head/body movements to the left and right; used all mirrors; applicant knows correct bridge/overpass or sign recognition.

Following Distance, Gap, Yield, Spacing, Merge, Blocking, Location. Applicant does not follow vehicle ahead too closely; applicant allows a minimum of 1second per 10 feet of vehicle length when under 40 mph (add 1second if over 40 mph — more in inclement weather); applicant able to see, at a minimum, the

rear wheels of the vehicle in front when stopped; prepared to yield at intersections and turns (foot off accelerator, shadowing brake etc.); applicant properly explained traffic dispersal or loading/unloading procedures for simulated student stop exercise; good spacing during lane changes or during expressway merge/exit; does not block driveway, traffic sign, etc. during stop/start exercise; does not park at location with limited sight distance (curves, hill, etc.) during stop/start exercise.

Speed/Throttle Control. Applicant accelerates properly; does not stall engine; does not allow vehicle to drift back; no disruption in traffic flow; decelerates properly; vehicle slows down smoothly; applicant maintains even vehicle speeds; good speed control in turns or curves; adjusts speed appropriately for traffic, road or weather conditions.

Lanes. Applicant does not put vehicle over curbs, sidewalks, or lane markings; does not encroach on crosswalks or stop lines; turns into correct lane; does not turn too wide or too short; stays in right lane when driving on a multiple-lane road or during the upgrade/downgrade exercises; parks parallel to curb during stop/start exercise.

Signal Usage. Applicant not early or late with signal; cancels signal; uses 4 ways at an actual or simulated railroad crossing requiring a stop; verbalizes 4-ways during upgrade/downgrade.

Traffic Violation. After the vehicle begins moving, applicant instructed to use safety belt —fails to stop or yield — violates speed laws — illegal lane usage — fails to use proper signal — does not obey all signs and signals — violates stop law at railroad crossing — does not obey emergency vehicle, school bus or other traffic laws.

Stationary Emergency Vehicle Law. In the event of a stationary emergency vehicle, closely observe the applicant. Give the applicant ample opportunity to slow down or move one lane over from the vehicle. If he or she shows no sign indicating recognition of situation and makes no sign or reacting, tell him or her to move over or slow down (depending on traffic). Terminate the test as an automatic failure due to a traffic violation. Score this as a "Traffic Violation/Other."

SECTION 8: THE SCORING FORM

The Driving Test portion of the scoring form is divided into areas for scoring the different maneuvers and the different error types.

Designated Locations. The larger, upper area of the scoring form is used to score errors committed while executing maneuvers at "designated" locations, which are predetermined. Most scored errors take place at designated locations.

Non-Designated Locations. Occasionally, applicants commit errors at "non-designated" locations. These errors are scored the lower area of the scoring form labeled "General Driving Behavior."

Designated Turns. There are 4 columns of boxes on the left and 4 columns of boxes on the right. The columns on the left are for left turns. The ones on the right are for right turns. They are numbered in the order the turns occur on the route. Column 1 of the left turn column is for the first left turn on the route. Column 2 is for the second turn, and so on. As the applicant approaches each designated turn, mark through the turn number at the top of the column and prepare to score errors occurring during the turn. The mark also documents that the maneuver took place.

Designated Intersections. There are 4 columns for scoring intersections. The first 2 columns, labeled "S", are for intersections where the applicant has to make a legal stop; for example, at a traffic light or a stop sign. The third and fourth columns, labeled "T" are for marking through intersections (green or yellow traffic lights where no stop is made).

Designated Urban/Rural Straight Sections. This section has 2 columns. Use the one labeled "U" for the urban section. Use the one labeled "R" for the rural section. In most cases, the examiner scores the applicant when they get to the end of the section. However, if the applicant makes an error while in the section, such as driving in the wrong lane, mark the error when he/she sees it. The Urban/Rural space on the form includes room for marking lane changes. Every route will have an urban section. The rural section is only used when an expressway is not available.

Designated Stop/Start. The behaviors for the stop/start exercise are organized into 3 groups: approach, stop, and resume. The examiner can usually score each group separately as the applicant completes it. Score the approach as soon as the applicant comes to a stop. Then check the stop behaviors and score them **before** telling the applicant to continue. After the applicant pulls away, score the remaining items.

Designated Curve. This section is used to score a curve to the left or right, based on the route.

Designated Expressway. Score the expressway section in 4 phases: merge on, lane changes, expressway straight, and exit. Mark each phase as the applicant completes it. There are 2 boxes for lane changes. Mark the one labeled 'L' for the lane change to the left. Mark the one labeled 'R' for the lane change to the right.

Designated Driving Up Grade and Driving Down Grade Simulation. This simulated exercise is no longer a scored part of the CDL skills test. Do not ask the applicant to complete this exercise. This section of the scoring form should remain blank.

Designated Railroad Crossing. This section has one column for scoring. It is scored as actual or simulated, whichever applies to the testing route. Remember that all commercial passenger vehicles including school buses must come to a complete stop at the railroad crossing.

Designated Bridge / Weight/Overpass Clearance / Advisory Sign. There is one space for marking a bridge weight, overpass clearance or alternate advisory sign. It will be utilized according to what he/she has incorporated onto his/her route.

Designated Student Stop. This exercise is scored only if the applicant is operating a yellow and black school bus. The maneuver is located in the lower left corner of the scoring form. Similar to the Upgrade/Downgrade exercise, the applicant will verbalize and demonstrate the maneuver. They can receive credit for demonstrating or verbalizing the proper procedures.

Marking Driver Errors on the Scoring Form. To record an error, enter into the scoring box the first 1 or 2 letters of the word that correspond to the driver's behavior (e.g., enter "C" for Coast**)**. Make no mark if the driver performs satisfactorily.

For some maneuvers, the examiner must consider if the driver did more than one thing incorrectly. For example, the second line on the approach of a left or right turn reads "Signal, Decel, Coast, Lane." This covers several things a driver should do when approaching a turn: 1) turn on the signal; 2) decelerate smoothly; 3) not coast with the clutch in or gearshift in neutral; and 4) be in the correct lane to make the turn. If the driver failed to do one of these things correctly, the examiner would enter the first 1 or 2 letters of the incorrect behavior in the box that corresponds to the maneuver and location. For example, if the driver did not signal, the examiner would enter the letter "S" or "SI" in the appropriate scoring box. See Figure C-1 for examples of marking driver errors.

Documenting Missed Maneuvers. In rare instances, a maneuver might be missed due to an unexpected traffic situation or driver error. To show that a maneuver was not performed, draw a vertical line down through the entire column of boxes used for marking that maneuver. The examiner should use the "Comments" section to explain why the maneuver could not be completed. Intentionally modifying or shortening a driving test route without departmental approval is a serious violation of testing

procedures and may be a criminal violation. If the applicant misses a maneuver, document why it was missed!

General Scoring Sequence. The examiner should follow these steps when scoring a maneuver:

- Find the maneuver on the scoring form and be ready to mark it.
- Check the applicant and the traffic. When the applicant can pay attention, give directions for the next maneuver.
- Watch the applicant perform the entire maneuver.
- Mark the scoring form.

It is important to wait to score a maneuver until after the maneuver is completely finished. For example, an examiner may be tempted to record an error during a turn. While the examiner is marking the error, the driver could commit additional errors that go unobserved. Also, it is important to mark the scoring form immediately after each maneuver. Do not try to remember what the driver did and mark the form later in the route, or worse, back at the office.

APPENDIX C-8
CDL VEHICLE INSPECTION SCORING STANDARDS & PROCEDURES

Air Brakes

Description: These are the procedures to be followed for checking the air brake system.

Notes:

- An air brake system is a system using only air powered to the wheel hub to cause the wheel to brake.
- A vehicle may be equipped with a partial air brake system.
- Air powered parking brakes alone do **not** constitute a partial air brake system.
- Air braking the drive shaft alone is not an air brake system.
- Manufacturers produce different product features that may not include valves, warning lights or signals.
- Some air systems are a hybrid of both air and hydraulic power to stop the wheel hub. If wheel hub has both air and hydraulic lines, then score it as an air brake system.

Scoring Standard: The driver must demonstrate all of the following air brake system checks in order to receive credit in the scoring box for the air brake check.

Air Brake Check - Full Air Brake Systems

1. Driver chocks wheels (if necessary), starts vehicle and lets air pressure build to governed cutout pressure that should occur between 100-125 psi.
2. Driver **turns engine off** and releases (pushes in) the trailer protection valve (TPV) and the parking brake valve (PV).
3. Check for air loss. Driver **fully applies** foot brake. After the initial application loss of 5-10 psi, driver observes the air gauge to see if air pressure drops more than 3 pounds in 1 minute for a **single** vehicle or more than 4 pounds in 1 minute for a **combination** unit. If the air loss exceeds this amount, a defect exists in the system; the test is over as an equipment failure due to excessive air loss.
4. Driver checks low-pressure warning device. Without re-starting the engine, the driver turns the key to the "on" or "battery charge" position and fans off the air pressure by rapidly applying and releasing foot brake. The low air pressure warning alarm (light and/or buzzer) should activate before air pressure drops below 60 psi.
5. Driver continues to fan off the air pressure. Between 20 and 45 psi on a tractor/truck-trailer combination, the tractor protection valve (TPV) should close (pop out). At about the same time, the power unit spring brake-parking valve (PV) should also close (pop out). For some combination vehicles, when the driver fans off the foot brake, the parking valve (PV) may pop out with the TPV, after the TPV, or may not pop out at all despite the air pressure reaching zero. For single vehicles, the PV (by itself) may vary in a similar manner. For scoring purposes, as long as the driver attempts to completely fan off the air pressure and can explain what they are doing, credit can be marked for "PV" on the scoring form. **Note:** When the PV does not release (pop-out) even though the air pressure is zero, examiners should have the applicant start the vehicle and pull gently ahead to see if the spring brakes are locked as a result of the low air condition. **The vehicle should not move**. If the vehicle moves, there is a brake problem that needs to be resolved before continuing the test.

Air Brake Check - Partial Air Brake Systems

The driver should be able to complete a slightly modified but similar in-cab check as the driver with a full air brake system.

1. Check for air loss. With the engine off and service brake depressed, driver should mention checking or listening for the sounds of air loss. **No specific psi criteria are required**. There should be no air loss after initial brake application.
2. Check low-pressure warning device. Without re-starting the engine, the driver turns the key to the "on" or "battery charge" position and fans off the air pressure by rapidly applying and releasing foot brake. Low air pressure warning alarm should activate before air pressure drops below 60 psi.
3. Check the parking brake valve. For air assisted hydraulic brake systems **with** a spring brake on the rear axle, the driver should fan the brake pedal until spring brake parking valve releases (pops-out) at about (40) psi or less to receive credit for "PV" on the scoring form. For air-assisted systems **without** a spring brake, there is no spring brake-parking valve, so "PV" is treated as a "gimme" on the scoring form. The vehicle will likely have a hand pull mechanical parking brake or a parking brake that is switch operated, using fluid power (not air) to operate it. "Slack adjusters" and "brake chambers" will also likely be "gimmes."

Air Compressor:
Description: Maintains air pressure in the air brake system.
Scoring Standard: Driver checks that the compressor drive is mounted securely with no missing parts and is not leaking or damaged.

Air/Electric Lines:
Description: Carry air and electricity to trailer.
Scoring Standard: Driver checks that air hoses are not cut, cracked, spliced, chafed or worn (steel braid should not show through). Driver also listens for air leaks. Air and electrical lines must not be tangled, crimped or pinched, and are not being dragged against tractor parts. Electrical line insulation is not cut, cracked, chafed or worn (no electrical conductor showing through). Air or electrical lines cannot be spliced or taped.

Air/Electrical Connectors:
Description: Connect air supply and electrical power to trailer.
Scoring Standard: Driver checks that trailer air connectors are sealed and in good condition. Checks that glad hands are locked in place, free of damage, and there are no audible air leaks. Checks that trailer electrical plug is firmly seated and locked in place.

Alternator:
Description: Provides electrical current for the vehicle's electrical systems.
Scoring Standard: Driver checks that the alternator is mounted securely, wiring is not cracked or frayed and the housing is not damaged.

Ammeter/Voltmeter:
Description: Shows if generator or alternator is functioning.
Scoring Standard: Driver checks that gauges show alternator and/or generator is charging or that warning light is off.

Axle Seals:
Description: Seals for axle/wheel assembly lubrication.
Scoring Standard: Driver checks for cracks or distortions in wheel/axle mounting and signs of leaking lubricants. If the axle has a sight glass, driver checks that oil level is adequate. **Note:** Driver can check the outside and/or inside seal area to receive credit.

Ball Hitch:
Description: Coupling device.
Scoring Standard: Driver checks that trailer ball and hitch brackets are not damaged and are mounted securely to the vehicle with no missing nuts or bolts. The vehicle frame should be free of cracks, distortions or other damage. The trailer tongue should be straight, not damaged, with the ball cup fully seated on the ball (with the safety latch secured). Safety cables or chains must be properly secured at both ends, cannot have more slack than is necessary to permit the vehicles to be turned properly, and not twisted or kinked. **Note:** Drivers get credit for mounting bolts and locking jaws when they complete this inspection.

Battery/Box:
Description: Battery and box that contains the battery.
Scoring Standard: Wherever located, driver checks that battery (or batteries) is secure, connections are tight and cell caps are present. Battery connections and cables should not have excessive corrosion. Box must be mounted securely and not damaged. Box cover or door must close and latch securely. The battery "box" may also be the tray that the battery mounts to in the engine compartment.

Catwalk:
Description: Platform at rear of cab for driver to stand on when connecting or disconnecting trailer lines.
Scoring Standard: Driver checks that catwalk is solid, securely bolted to tractor frame, not damaged, and clear of loose objects.

Chamber (Brake):
Description: Converts air pressure to mechanical force to operate wheel brakes.
Scoring Standard: Driver checks that chamber is not cracked, dented, leaking air or missing parts, and is securely mounted. (See Figure 3-8a)

Clutch/Gearshift:
Description: Disengages engine from drive train so vehicle won't move and reduces load on starting motor.
Scoring Standard: Before starting engine, driver depresses clutch and moves gearshift to neutral position. Keeps clutch depressed until engine reaches idling speed. On an automatic transmission, driver checks the gearshift selector is in the park or neutral position before starting the engine.

Compartments:
Description: Bus baggage and any other external compartment doors.
Scoring Standard: Driver checks that baggage and other compartment doors are not damaged and latch securely.

Coolant Level:
Description: Cools the engine.
Scoring Standard: Driver looks at reservoir sight glass or removes the radiator cap and checks the level (see note). Adequate level shows in sight glass or is visible in the radiator when the cap is removed.
Note: If the engine is hot, do not let the driver remove the radiator cap. If there is no sight glass, mark the item correct if the driver says they would remove the cap to check the coolant level.

Disc/Drum/Linings:
Description: Circular flat disc brake attached to inside of wheel surrounded by linings. Brake shoes and linings that rub on inside of drum to slow vehicle down.

Scoring Standard: Driver checks that disc brake or drum is mounted securely and is not cracked, dented or damaged, with no loose or missing bolts; checks that brake linings (where visible) are not worn dangerously thin; checks disc brake or drum and lining area for contaminants such as grease, oil, fluid etc.

Doors (All Vehicles):
Description: Driver, passenger entry/exit, emergency exit, side and rear cargo doors.
Scoring Standard: Driver inspects all doors from the **outside.** Doors should not be bent or broken. Hinges should be secure with seals intact. Doors must operate correctly and latch securely.

Drive Shaft:
Description: Transmits power from transmission to drive axle(s).
Scoring Standard: Driver checks that shaft(s) is not bent or cracked and that the shaft couplings appear to be secure and free of foreign objects.

Emergency Equipment:
Description: Equipment for use during a breakdown or at an accident scene.
Scoring Standard: Driver checks that vehicle is equipped with spare electrical fuses, 3 red reflective triangles, and a properly secured, charged, and rated fire extinguisher. If the vehicle is equipped with circuit breakers rather than fuses, driver must mention this to get credit for fuses.
Note: School bus drivers must also check for a properly secured 9-item first aid kit and check for (3) red-burning flares (fusees).

Exhaust System:
Description: External piping for conducting combustion gases from engine.
Scoring Standard: Driver checks that visible parts are securely mounted with no cracks, holes, severe dents, and no visible signs of leaks (discoloration, carbon soot, rust). On a bus, the exhaust system must extend beyond the end of the bus chassis frame at least 5 inches.

Frame:
Description: Structural members for supporting vehicle body or trailer platform over wheels.
Scoring Standard: Driver checks for cracks or bends in longitudinal frame members; checks for loose, cracked, bent, broken, or missing cross-members; checks for broken welds on any frame member; checks for signs of breaks or holes in truck/bus or trailer floor.
Note: Cracks in frame members are most likely to appear midway between points of attachment to vehicle assemblies. For example, if a tractor frame is cracked, the cracks are most often found halfway between the tractor cab and the rear tractor wheels.

Fuel Tank:
Description: Holds fuel.
Scoring Standard: Driver checks that tank(s) are secure, not damaged, cap(s) are tight, and there are no leaks from fuel tank(s) or fuel lines.
Note: Signs of spillage from overfilling a fuel tank are not considered fuel leaks.

Header Board:
Description: Prevents cargo from shifting forward and injuring driver when the vehicle stops abruptly.
Scoring Standard: If present, driver checks that header board is securely mounted, free of damage, and adequate to contain or hold cargo in a panic stop. Canvas or tarp carriers must be securely mounted and fastened down. On enclosed trailers, driver checks the frontal area for signs of damage such as cracks, bulges or holes.

Heater/Defroster:

Description: Heats cab or passenger compartment and prevents frost or condensation from forming on windshield.
Scoring Standard: Driver checks that the heater and defroster are both operable by operating fan switches and listening/looking for blowing air.

Horn(s):
Description: Air and/or electrical horns for warning other drivers or pedestrians.
Scoring Standard: Driver activates the air horn and/or electrical horn.

Hoses/Lines (Brakes):
Description: Carry air, hydraulic fluid, or electricity to wheel brake assembly.
Scoring Standard: Driver checks for cracked, worn, leaking or frayed hoses or lines and for secure couplings.

Hub Oil Seal:
Description: Seals in lubrication for steering wheel hub.
Scoring Standard: Driver checks to see wheel hub oil seal is not leaking and, if sight glass present, that oil level is adequate. Driver can check the outside and/or inside seal area to receive credit.

Hydraulic Brake Check:
Description: Procedures to be followed for hydraulic brake check.
Scoring Standard: Driver uses the "3 X 5" brake check system. With the engine running, driver pumps the brake pedal 3 times, then holds it down for 5 seconds. The brake pedal should not depress during the 5 seconds. If equipped with hydraulic reserve (back-up) system, with the key off, driver listens for sound of reserve system electric motor and checks that warning buzzer/light is off.
Note: Failure to check an operable hydraulic brake system **does not** result in automatic failure.

King Pin/Apron/Gap:
Description: Attaches trailer to tractor (king pin) and provides surface (apron) for resting trailer on fifth wheel.
Scoring Standard: Driver checks that king pin does not appear bent and the trailer apron lies flat on fifth wheel skid plate (no gap); checks that visible part of the trailer apron is not distorted, cracked, or broken.

Landing Gear:
Description: Supports front end of trailer when not coupled to a vehicle.
Scoring Standard: Driver checks that landing gear is fully raised with no missing parts. Support frame and landing pads must not bent or damaged. Crank handle must be present and secured. If power operated, there is no air or hydraulic leak.

Leaks/Hoses/All belts (engine compartment):
Description: Fluid leaks from transmission, engine and engine hoses; single serpentine or multiple belts for power steering unit, water pump, alternator and air compressor.
Scoring Standard: Driver checks for signs of fluid puddles or dripping fluids (coolant, engine oil, brake fluid, transmission fluid, steering fluid etc.) on the ground or on the underside of the engine and transmission. Driver checks that engine hoses are secure and are not cracked, worn or leaking. Driver also checks belt(s) within the engine compartment for snugness (up to 3/4-inch play at center of belt), cracks or frays.
***Note*:** Driver does not need to identify which belt drives which component, however driver must inspect (point to) **all** belt locations to receive credit. Also, driver does not have to name all individual hoses -- a general inspection is sufficient.

Level/Air Leaks (Coach/Transit):
Description: Air suspension and conventional suspension systems.
Scoring Standard: Driver checks that the vehicle is sitting level, indicating no apparent damage to springs, spring mounts, shocks or other suspension components. If equipped, driver indicates there are no audible air leaks from air suspension system air bags.

Lift(s):
Description: Cargo lift or handicap Lift.
Scoring Standard: Driver checks lift for damaged, leaking, or missing parts. Driver makes sure lift is fully retracted and latched securely. Driver does **not** need to operate lift for test purposes.

Lighting Indicators:
Description: Dashboard indicator lights for turn signals, 4-way flashers, headlight high beam, alternately flashing red and alternately flashing amber lights, and strobe light.
Scoring Standard: Driver checks that indicators illuminate when corresponding lights are turned on. Lighting indicators include left and right turn signals, high beam and 4-way flashers. On school buses and certain trucks, if equipped, driver should also check alternately flashing red and alternately flashing amber monitor(s) and strobe indicator.

Lights and Reflectors:
Description: Lights and reflectors for showing vehicle clearances at night. Lights include clearance, strobe (school bus) head (high/low beams), tail, turn signals, 4-ways, alternately flashing red and alternately flashing amber lights (school bus), stop arm equipped with 2 red-flashing lamps (school bus) and brakes.
Scoring Standard: Driver checks that all reflectors and clearance lights are clean, none are missing or broken, and they are the proper color (red on rear, amber elsewhere); checks lights on all sides to see they are clean, illuminated, and none are missing or broken. Headlights must function on both low and high beams. Brake lights must come on when brakes are applied. The stop arm, equipped with 2 red-flashing lamps, must fully extend and retract when operated. As a feature of the 8 light system, the stop arm and the alternately flashing red lights will automatically be activated when the bus door is opened.
Note: Checks of brake, tail, signal lights, 4-way and alternately flashing red and alternately flashing amber light functions must be done separately. Driver may check each function at different times during the inspection. Examiner must make sure that all functions were checked. The examiner may not assist with light checks, **except for** the brake lights and alternately flashing amber lights (8-light system).

Locking Jaws:
Description: Locking mechanism on fifth wheel.
Scoring Standard: Driver looks into fifth wheel gap and checks that locking jaws are closed around the kingpin. On other types of coupling systems (see pintle hook/ball hitch), inspect the locking mechanism (including safety chains) for missing or broken parts and make sure it is locked securely. Safety cables or chains must be free of kinks and excessive slack.

Locking Pins (Fifth Wheel):
Description: Hold the sliding fifth wheel in fixed position along slider rails.
Scoring Standard: Driver looks for loose or missing pins in the slide mechanism of sliding fifth wheels. Locking pins should be fully engaged. If air powered, there should be no air leaks. Checks that fifth wheel is not so far forward that tractor frame will strike landing gear during turns.

Lug Nuts:
Description: Hold wheel on axle.

Scoring Standard: Driver checks that all lug nuts are present and tight (looks for rust trails or shiny/exposed threads around nuts). Driver checks for cracks or distortions of the bolt holes and looks for broken, damaged or missing studs and if equipped, shifted or damaged wedges.

Mirrors:
Description: Side mirrors for view of traffic to the rear. Mirrors also include front and side mirrors on school buses and passenger exit mirrors on coach/transit buses.
Scoring Standard: **Inside the vehicle -** Driver checks for proper adjustment, cracks, damage and impaired visibility. **Outside the vehicle -** Driver checks for loose fittings, damaged brackets, missing bolts and that the mirrors are secured to the vehicle.

Mor/ryde Suspension:
Description: Alternative suspension to (springs/torque/air).
Scoring Standard: Driver checks for cracked or broken hangers, as well as broken, missing or loose bolts (including U-bolts). Driver also inspects the bonding between the rubber springs and steel plates for signs of separation, and inspects the rubber springs for cracks or damage. (See Figure 3-8b)

Mounting Bolts:
Description: Hold fifth wheel mount on tractor frame.
Scoring Standard: Driver looks for loose or missing mounting brackets, clamps, bolts, or nuts. Fifth wheel and slide mounting should be solidly attached to the frame. On other types of coupling systems, (ball hitch, pintle hook) inspect all mounting components and mounting brackets for missing or broken parts. (See scoring standard for pintle and ball hitches).

Mounts (spring):
Description: All brackets, bolts, and bushings (front, center and rear) used for attaching spring to axle and vehicle frame. (See Figure 3-8c)
Scoring Standard: Driver checks for cracked or broken spring hangers as well as broken, missing, or loose bolts. Also, driver checks for missing or damaged bushings and broken, loose, or missing U-bolts or other axle mounting parts. Driver checks the mounts at each point where the springs are attached to the frame and axles (front, center, rear). For coil springs, the driver checks the mounts at the top and bottom to receive credit.
***Note*:** Figure 3-8d shows the proper way to score mounts on a "Hendrickson" suspension system.

Oil Level:
Description: Dipstick used to measure amount of oil for engine lubrication.
Scoring Standard: Driver points to where the dipstick is located and indicates the oil level must be within the safe operating range.
***Note*:** Driver does not have to pull dipstick to receive credit.

Oil Pressure Gauge:
Description: Ensures engine oil pressure is adequate.
Scoring Standard: Driver checks that oil pressure is building to normal and the gauge shows increasing or normal oil pressure or warning light goes off. Engine oil temperature gauge (if present) should begin a gradual rise to normal operating range.

Parking Brake Check:
Description: Keeps vehicle from rolling when parked.
Scoring Standard: Driver checks that parking brake holds vehicle by gently trying to pull vehicle forward with parking brake on.

Passenger Emergency Exits:
Description: Bus doors, roof hatches, or push-out windows used for emergency exits.
Scoring Standard: Driver checks from the **inside** that all emergency exits can be opened. Each exit should be firmly closed and latched securely. All emergency warning devices on each exit should be working. Note: drivers are not required to open push-out windows or roof hatches, but be able to explain how they operate and how they would inspect them.

Passenger Entry:
Description: Bus steps, passenger hand rails and door(s) used for normal entry or exit.
Scoring Standard: Driver checks that door(s) are not damaged, open properly and lock securely from the inside; checks entry steps are clear and treads not loose or worn enough to trip passenger; checks that handrails are secure and step light (if equipped) is working. Driver must inspect, at a minimum, the steps, rail and door (S-R-D) from the inside in order to receive credit.

Pintle Hitch:
Description: Coupling Device.
Scoring Standard: Driver checks that pintle jaws and pintle ring are securely mounted. The mounting area including brackets and frame on the vehicle and trailer must be free of cracks, distortions or other damage. There should be no missing nuts or bolts. The pintle jaws should be closed around the pintle ring and any safety latch locked in place. Safety cables or chains must be properly secured at both ends, not twisted or kinked or have more slack than is necessary to permit the vehicles to be turned properly.
Note: Drivers get credit for mounting bolts and locking jaws when they complete this inspection.

Platform (Fifth Wheel):
Description: Mounting that holds the fifth wheel skid plate and locking jaws mechanism.
Scoring Standard: Driver checks for cracks or distortions in the platform structure.
Note: Drivers get credit for inspecting the skid plate or platform.

Power Steering Fluid:
Description: Hydraulic fluid for assisting steering wheel action to front wheels.
Scoring Standard: With the engine stopped, driver indicates where the dipstick is located and indicates the fluid level must be above refill mark.

Release Arm:
Description: Releases fifth wheel locking jaws so that trailer can be uncoupled.
Scoring Standard: Driver checks that release arm is in the engaged position and, if equipped, any safety latch is in place.

Rim:
Description: Retains tires on wheels.
Scoring Standard: Driver checks for damaged or bent rims. Rims must not have welding repairs or rust trails that indicate looseness on the wheel or axle. (Also see lug nuts.)

Safety Belt:
Description: Belt used to secure driver to seat.
Scoring Standard: Driver checks that safety belt is adjusted properly, not damaged and mounted securely.

Seating:
Description: Passenger vehicle seats.

Scoring Standard: Driver checks that seat frames are not broken and firmly attached to floor. Seat cushions are securely fastened to the seat frame and are not damaged.

Shocks:
Description: Gas or hydraulic device that cushions vehicle ride and stabilizes vehicle.
Scoring Standard: Driver checks that shocks are securely mounted to the vehicle, are not damaged and have no fluid leaks.

Slack Adjustor:
Description: Linkage from brake chamber to brake shoe that activates brakes. (See Fig. 3-8a)
Scoring Standard: Driver checks for broken, loose, or missing parts. Angle between push rod and adjuster arm should be approximately a 90-degree angle, **OR** when pulled by hand, with the (spring) brakes released, the brake rod should not move more than 1 inch.

Spacers:
Description: Axle collar between dual wheels that keeps wheels evenly separated.
Scoring Standard: Driver checks that the spacers are centered with the dual wheels evenly separated. Spacers should not be bent, damaged or rusted through.

Splash Guards:
Description: Device used to prevent materials from being thrown by vehicle tires.
Scoring Standard: Driver checks that splashguards or mud flaps are in good condition and securely attached to vehicle.

Spring:
Description: Leaf or coil springs for dampening wheel vibration created by rolling over road surfaces. (See Figure 3-8c)
Scoring Standard: Driver looks for cracked, broken, missing, or shifted leaves. For coil springs, driver looks for broken or distorted springs.

Steering Box/Hoses:
Description: Container for mechanism that transforms steering column movement into wheel turning action. Also includes the hoses transporting power steering fluid from power steering canister to steering components. (See Figure 3-8e)
Scoring Standard: Driver checks that the steering box is mounted securely to the frame with no leaks, missing nuts, bolts, cotter keys, etc. Driver must also check the hoses and hose couplings for damage or fluid leaks.

Steering Linkage:
Description: Transmits steering action from the steering box to the front wheel. (See Fig 3-8e)
Scoring Standard: Driver checks that connecting shaft from the steering wheel to the steering box **AND** links, arms, and rods from the steering box to the front wheel are not damaged, bent, worn or cracked. Joints and sockets are not worn or loose. There are no loose or missing nuts, bolts, or cotter pins.

Steering Play:
Description: Procedure to check for excessive looseness in the steering linkages.
Scoring Standard:

Non-power steering. With engine on or off, driver checks for excessive play by turning steering wheel back and forth. Play should not exceed 10 degrees (or about 2 inches on a 20-inch steering wheel) before the left front wheel begins to move.

Power steering. With the engine running, driver checks for excessive play by turning the steering wheel back and forth. Play should not exceed 10 degrees (or about 2 inches on a 20-inch wheel) before the left front wheel begins to move. With the engine off, the steering play can also be checked under the hood of the vehicle by rotating the steering column shaft back and forth while checking the movement of the steering wheel and front tire.

Stop Arm/Crossing Arm:
Description: The stop arm is a warning device that is activated automatically in conjunction with the 8-light system on a school bus to warn drivers of an impending stop. The crossing arm (if equipped) automatically extends in front (as passenger door opens) to keep crossing pupils at least 5 feet in front of the bus.
Scoring Standard: The driver checks for loose fittings and damaged brackets and components from the outside of the vehicle.

Tandem Release Arm/Locking Pins:
Description: Sliding mechanism and locking pins for sliding tandem axles on trailers.
Scoring Standard: If equipped, driver checks that locking pins are in the locked position and release arm is secured.

Temperature Gauge:
Description: Measures water temperature in engine cooling system.
Scoring standard: Driver makes sure the gauge is working. Temperature should eventually climb to the normal operating range or temperature light should be off.

Ties:
Description: Ties, chains, cables, ropes, cinches, straps or other devices and tie down points used to secure cargo or doors.
Scoring Standard: Driver checks that cargo or door securing devices on the vehicle or trailer are not loose, damaged or broken; checks that all tie down points are not damaged and capable of fastening cargo or doors; checks that cargo tie-down devices are properly secured on the vehicle.

Tires:
Description: Road wheel tires.
Scoring Standard: The following items must be inspected on every tire in order to receive credit:

Tread depth. Driver checks for minimum tread depth. (4/32 inch on steering axle tires, 2/32 inch on all other tires.)

Tire condition. Driver checks that tread is evenly worn and looks for cuts, bulges or other damage to tread or sidewalls; makes sure that valve caps and stems are not missing or damaged.

Tire inflation. Driver checks for proper inflation by using a tire gauge or striking tires with a mallet or other similar device. A driver does not receive credit for tire inflation if he or she simply kicks the tire.

Note: Drivers may say they would strike the tire with a mallet or check it with a tire gauge to receive credit even though they do not actually demonstrate the action.

Torque Arm Bar/Air:
Description: Steel bar, rod, arm assembly, or air bag that acts as a spring instead of leaf or coil spring (usually found on rear tractor wheels). (See Figure 3-8d and Figure 3-8f)
Scoring Standard: Driver checks that torque arm is mounted securely and not cracked, broken, or missing. If equipped, checks that air bag(s) are not damaged or leaking.

Note: The inspection of "torque springs" that are flat and closely resemble a leaf spring can be credited with the proper inspection of the regular leaf springs.

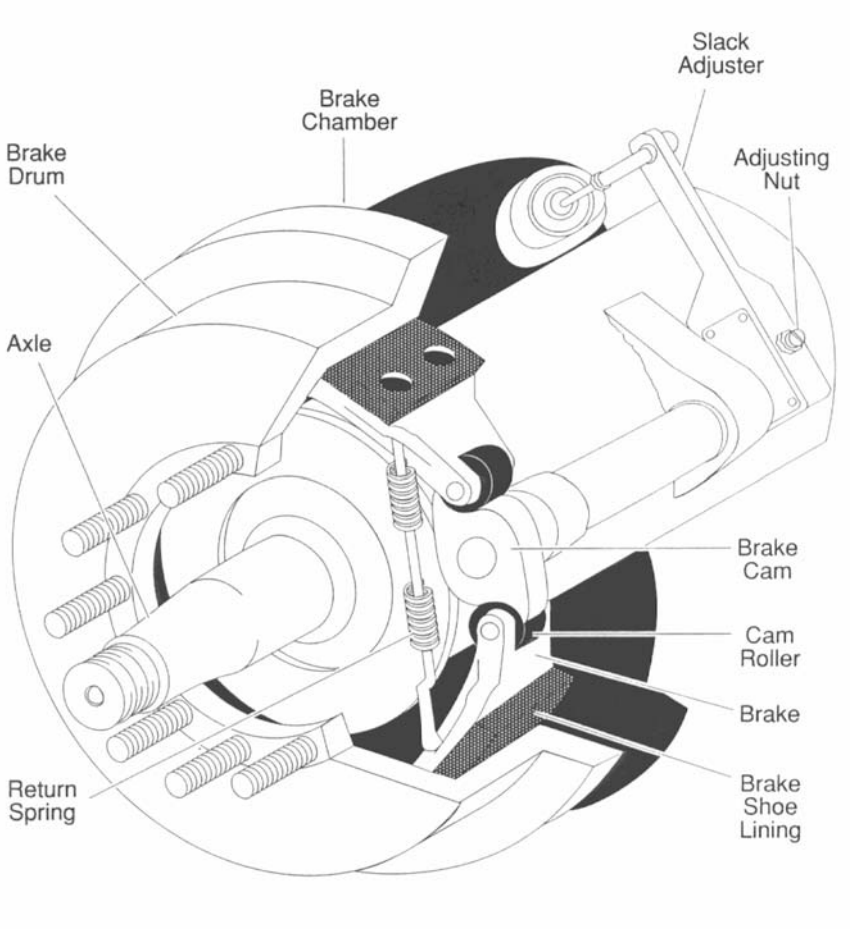
Water Pump/Fan:
Description: Pumps water through engine for cooling purposes. Fan used to cool engine.
Scoring Standard: With engine off, driver checks that the water pump **and** fan are mounted securely with no damaged or missing parts. Driver also checks that water pump is not leaking.

Windshield:
Description: Glass windshield.
Scoring Standard: Driver checks for cracks, dirt, and illegal stickers or other obstructions to view.

Wipers/Washers:
Description: Windshield wipers. Windshield washers.
Scoring Standard: Driver checks that the wiper arms are secured and not damaged. The rubber on wiper blades must not be worn and blades must be secure on wiper arm. The wipers must work and the washers must operate correctly. Also, washer fluid should be full enough to create adequate pressure during operation.

FIGURE C-8a: BRAKE ASSEMBLIES

S-Cam Brake Assembly



Disk Brake Assembly

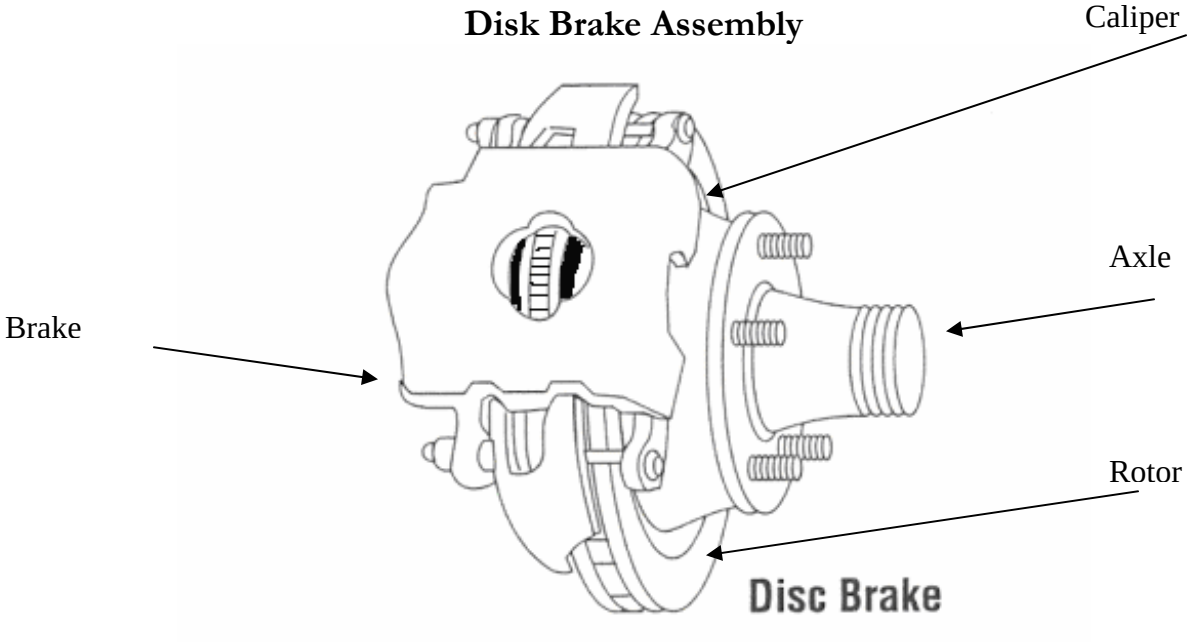


FIGURE C-8b: MOR/RYDE

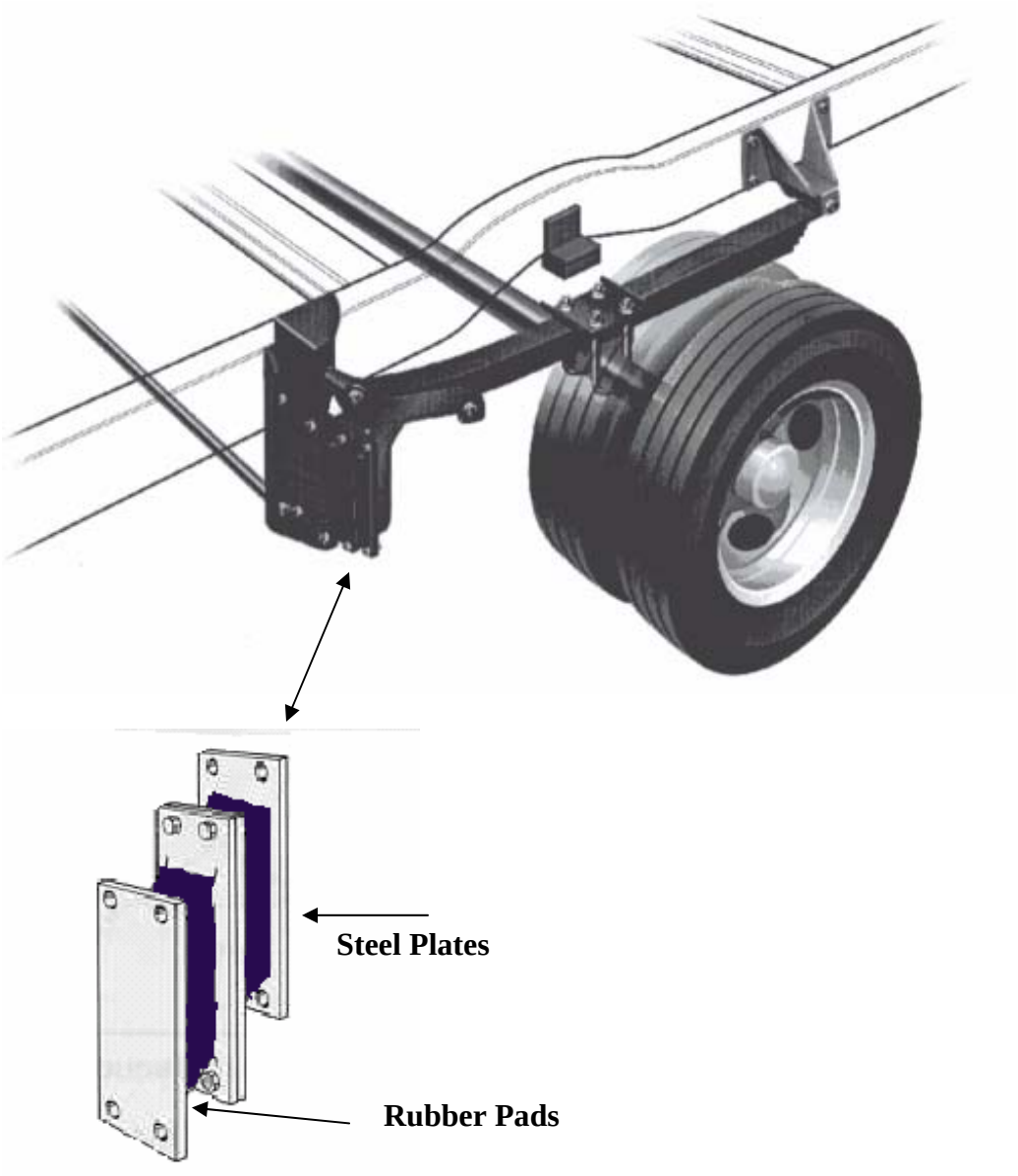
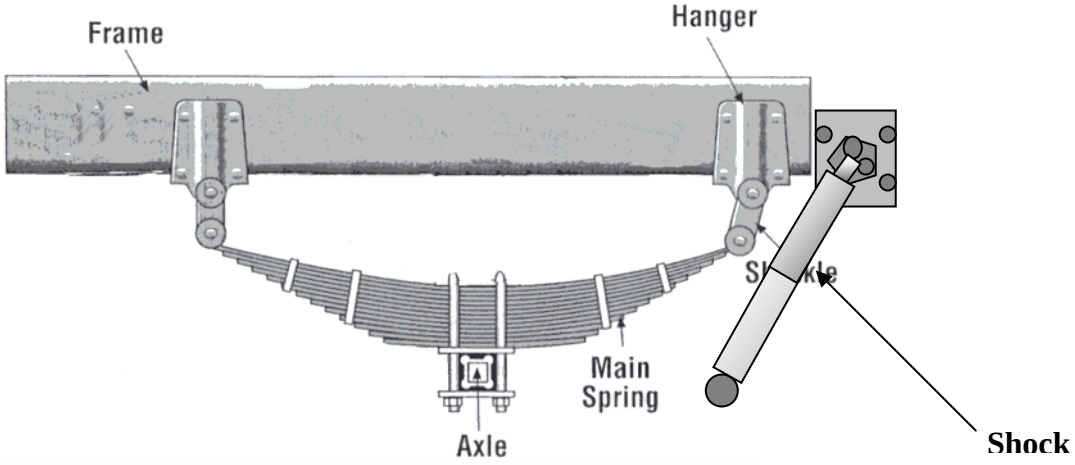
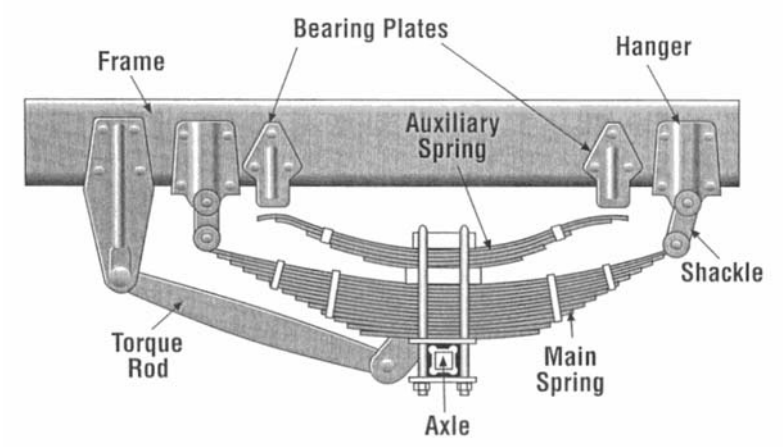


FIGURE C-8c: CONVENTIONAL SUSPENSION SYSTEM





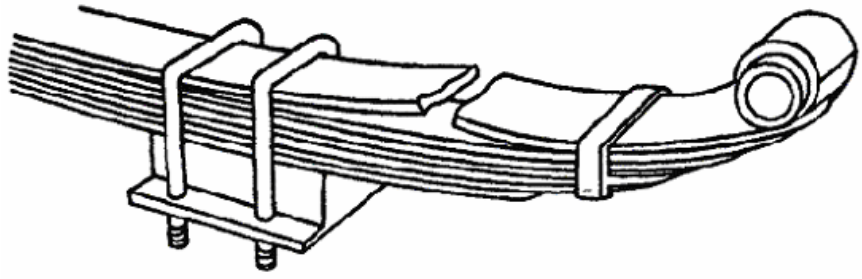
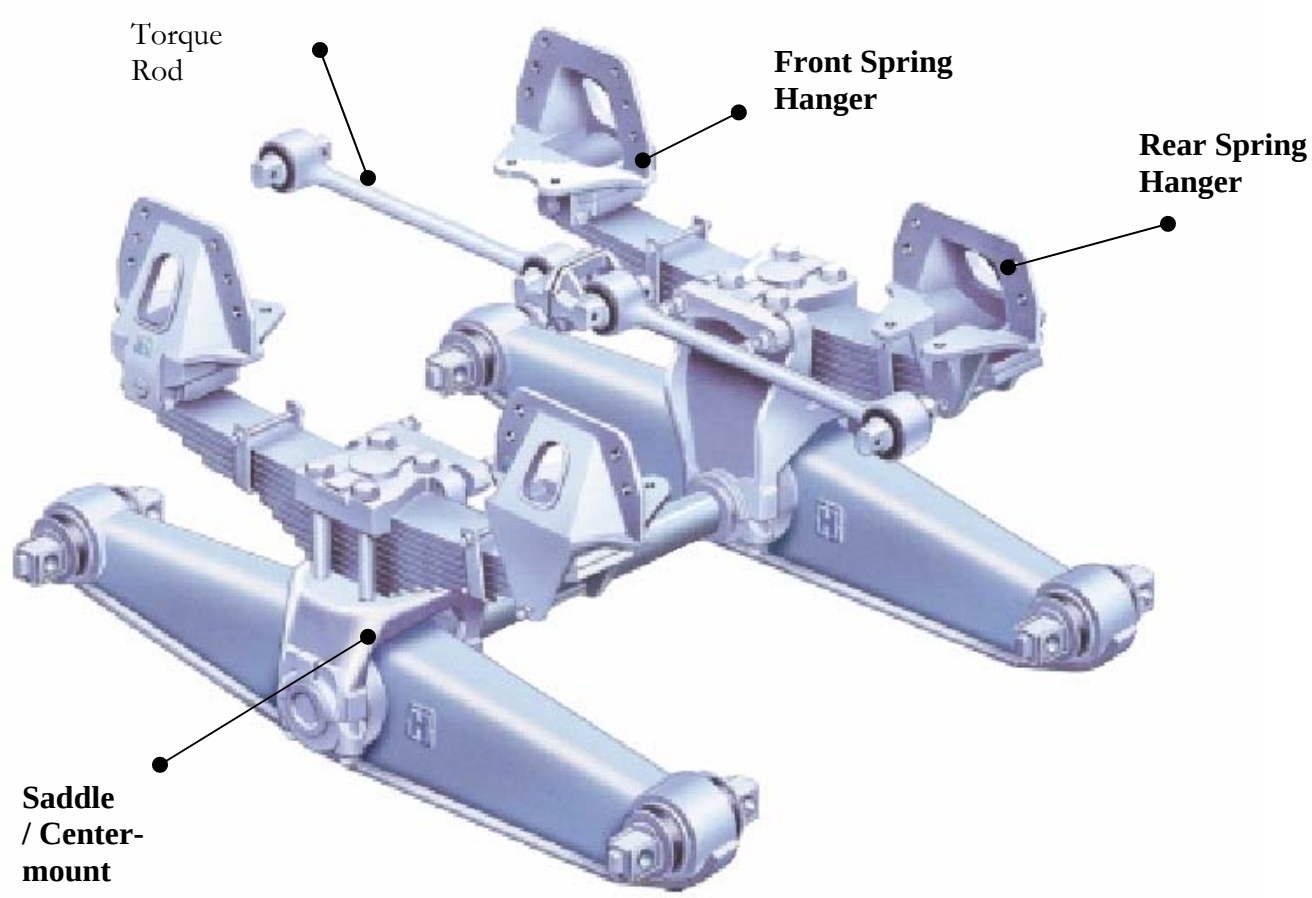


FIGURE C-8d: HENDRICKSON SUSPENSION



Rear Suspension	F	R	
~~springs / (air) / torque~~ ~~G~~ ~~G~~	☒	☒	
mounts ~~F - C - R~~	☒	☒	~~F - C - R~~
(shocks) ~~G G~~	☒	☒	

Torque rods are considered “gimmes” due to being on top of the suspension and therefore out of site during the inspection process.

FIGURE C-8e: STEERING COMPONENTS

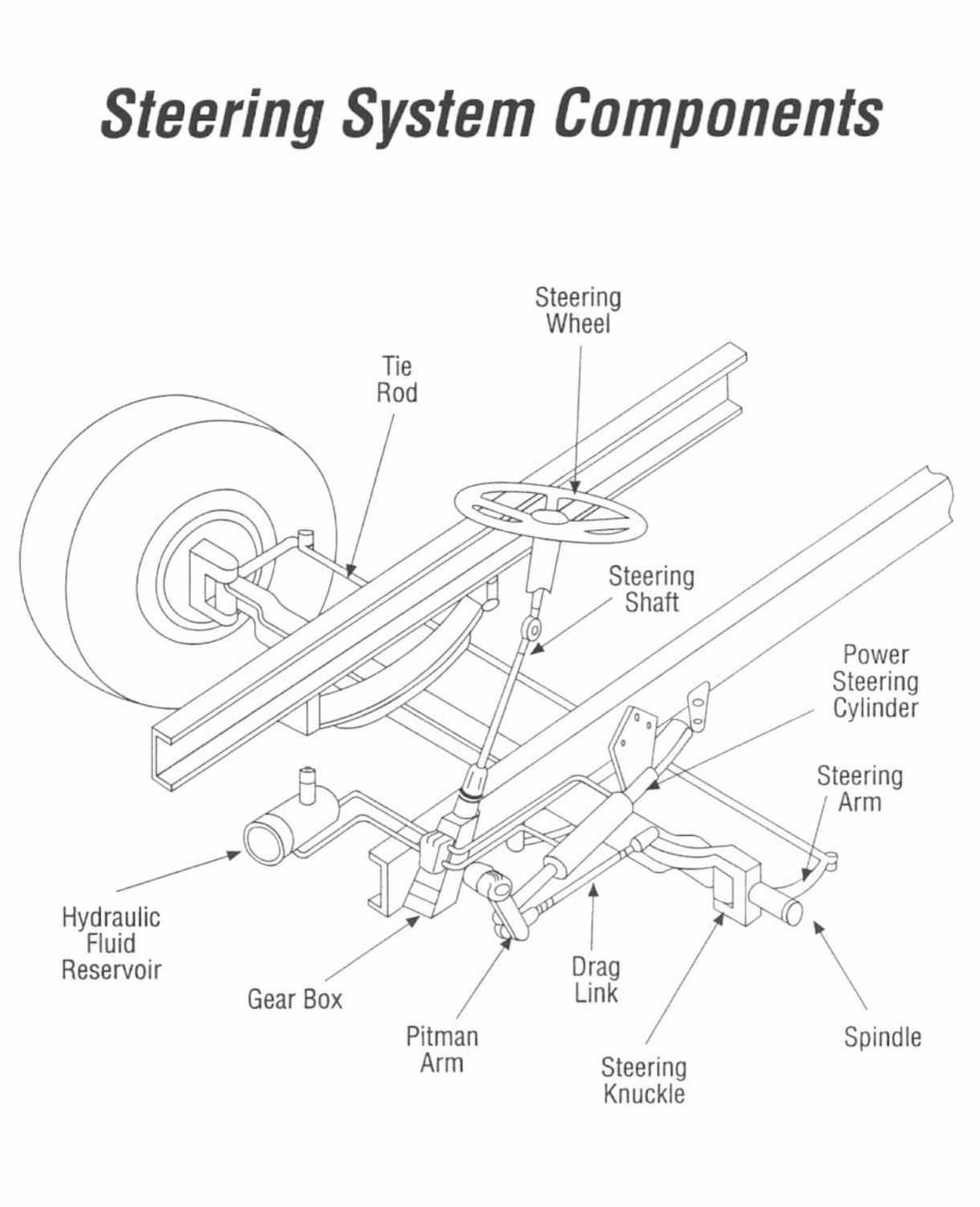
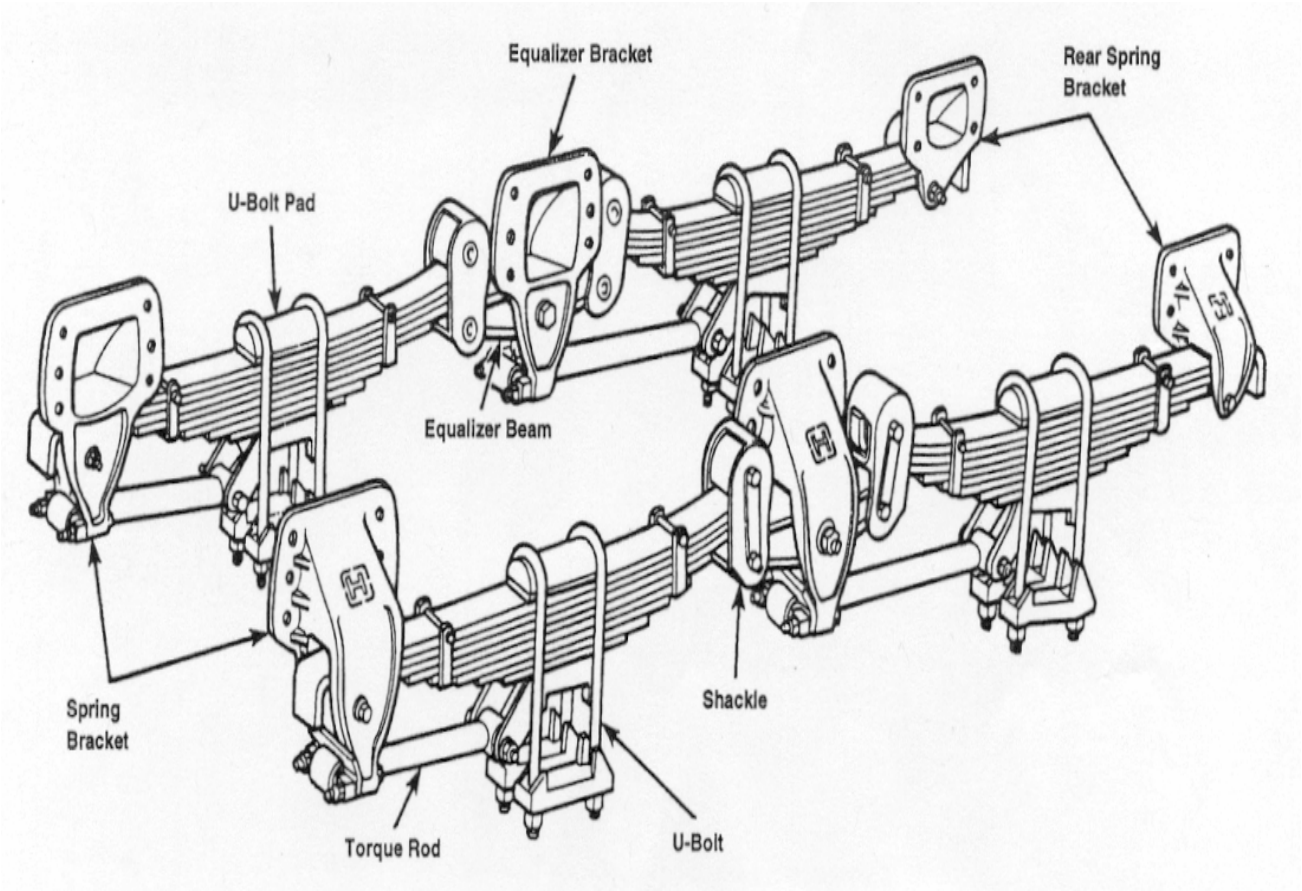


FIGURE C-8f: TORQUE ROD ASSEMBLY



Vehicle Inspection Test Scoring Procedures

Score the driver's engine compartment inspection and start-up checks in the section labeled "All Vehicles" (see Figure 3-7g). For the rest of the inspection, use the section for the type of vehicle the driver is inspecting. For a straight truck, bus, school bus, or the tractor on a tractor-trailer combination, use the section labeled "School/Bus/Truck/Tractor". For a trailer, use the section labeled "Trailer".

For a highway (coach) bus or transit bus, use the section labeled "Coach/Transit Bus". The "Coach/Transit" section should ***only*** be used if the suspension, steering and brake components on the vehicle are ***not visible***. If these items can be identified from outside the vehicle, then use the "School/Bus/Truck/Tractor" section. Turning the steering wheel all the way out on some of these vehicles may help create better sight lines.

How to Prepare and Mark the Scoring Form

Each vehicle section contains the names of inspection items. Each line may have one or more inspection items. Beside each item (or multiple items), there are one or more scoring boxes. Mark through (hash) each of the items when the driver inspects each item(s) <u>correctly</u>. When the driver inspects all item(s) correctly on a given line, mark through the appropriate scoring box immediately to avoid getting behind. Do not make any mark in the scoring box if the driver omits any item on the line or fails to inspect it correctly.

The examiner should keep the pencil poised over each item on the form as the driver inspects it on the vehicle. This accomplishes 2 things. First, he or she does not need to search for the proper box if the driver misses an item, or doesn't inspect it properly. Second, it helps identify what the driver should inspect, and helps the examiner notice when items are missed.

Items at the top of the scoring form correspond to components at the front of the vehicle. Items at the bottom of the scoring form correspond to components at the rear of the vehicle. Items are grouped according to the vehicle assembly they belong to (i.e. the front brakes are listed in the "Front Suspension" section).